

CONGRATULATIONS ON BEING ELECTED A 4-H CLUB OFFICER! Your fellow members in honoring you have shown faith in your leadership abilities.

This honor carries with it certain duties and responsibilities. A knowledge of these obligations will help you serve your club more efficiently and add much to the effectiveness of your 4-H club activities.

One important job you will perform is working with your adult leaders to plan your 4-H club meetings. Remember, fellow 4-H members like to be actively involved in club activities. So, include all of them in your club's meetings at least once during the year. Your organization leader's handbook has more information on planning club programs.

THE PRESIDENT

1. Arranges, with assistance from the organization leader, for a meeting place.
2. Reminds and encourages each person on the program to be prepared.
3. Presides at all meetings.

4-H Club Officers and Committees

4. Remembers that good club meetings include four basic ingredients and plans for them:

Inspiration (Motto, pledge, songs, etc.)
 Business (Roll call, minutes, committee reports, etc.)
 Program (Talks, demonstrations, etc.)
 Recreation (Games, refreshments, etc.)

5. Appoints committees as needed.
6. Uses basic parliamentary procedure steps as a tool to conduct effective, orderly meetings.
7. Coordinates the activities of officers, leaders and committees to insure maximum member involvement in all club activities.

8. In many counties, the club president is one of the two club delegates to County 4-H Council. (If this is true in your county, refer to the section on COUNCIL DELEGATE.)

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 TEXAS AGRICULTURAL EXTENSION SERVICE
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THE VICE PRESIDENT

1. Presides at meetings in the absence of the president.
2. Becomes president if the president leaves the club or resigns his office.
3. In some counties, the vice president serves as one of the delegates to County 4-H Council. (If this is true in your county, refer to the section on COUNCIL DELEGATE.)

THE SECRETARY

1. Keeps the Secretary's Guide (D-293)
2. Calls the roll and checks attendance.
3. Reads the minutes of the last meeting.
4. Keeps complete and accurate minutes of all meetings.
5. Reads letters or information to the club.
6. Writes letters for the club.
7. In many clubs, the Secretary also serves as Treasurer. (If this is true in your club, refer to the section on the duties of the TREASURER.)

THE TREASURER

1. Keeps accurate, up-to-date records of all receipts and expenditures of club funds and the balance on hand in the club treasury.
2. Pays bills as approved by the club.
3. Gives reports of club's financial condition at each meeting or as requested by the president.
4. Arranges for money to be kept safely.

THE REPORTER

1. Submits interesting reports and pictures of club activities, members and leaders to local newspapers and radio and television stations.
2. Becomes familiar with the "how's" of news-writing. You don't have to be an expert, but some special hints are available in a mimeographed leaflet entitled "4-H Club Reporter," available in your agents' office.

3. Reports club news to the Extension office to be included in the County 4-H newsletter (if your county has one).

THE COUNCIL DELEGATE(S)

1. Reports local club activities and recommendations at county council meetings.
2. Reports on county council activities, recommendations, committee reports and activities of other clubs at local club meetings.
3. Reports club news to the Extension office to be included in the County 4-H newsletter (if your county has one).
4. Serves on county-wide committees as appointed by the county council chairman.

COMMITTEES

4-H committees take many forms and serve many different purposes. Special committees, appointed by the chairman, study problems and recommend ways of solving them to the club or council. (An example might be a committee appointed by a club president to study whether or not the club should buy award pins for adult leaders.) Some committees, appointed by the chairman each year, are active for a longer time. (An example might be a program committee.)

As a 4-H'er, you will probably be asked to serve on various committees—either as chairman or as a member. Regardless of the length of time for which the committee is appointed, its duties, or whether it is a club or county council committee, there are certain things which you should know to make your committees operate most efficiently in planning activities and solving problems. The following are basic steps toward decision-making by a committee:

1. Committee members' work begins when the chairman appoints them and tells them of their duties. (Studying whether or not to buy leader pins, planning for Rural Life Sunday, planning for Dress Revue, etc.)
2. The committee chairman sets a meeting time convenient to all or most of the members.
3. Depending on the assignment and the length of time given by the club chairman for completion, the first committee meeting may be a short one to discuss the problem and make specific assignments to committee members. Such assignments might

include: gathering more facts about the problem, exploring different ways of solving it, costs, discussions with leaders and agents, etc.

4. At the second committee meeting, all these facts and ideas will be brought together and discussed. It may be that following this meeting the committee can make its decision, preparing itself to report at the next club meeting.

IMPORTANT — This is a very important step in the decision-making process. Remember, a committee is made up of several people—not just one. The success of a committee depends on the contributions every member makes. The chairman, therefore, is important, not as the one who does all the thinking and talking, but as the one who pulls all the ideas together and encourages participation by all the members toward solving the problem or making the decision.

5. The committee report to the club is also important. Your committee was charged with a responsibility. Now you must report to the club on how well you handled the task. Good committee reports include the following:

- a. A statement of the committee's task as originally stated by the club chairman.
- b. As much information as needed so that all club members understand the situation.
- c. A brief statement about the different solutions to the problems that were discussed by the committee.
- d. The recommendation by the committee as to the best possible approach. You will probably want to include in your recommendation the committee's reasons for selecting this approach (cost, maximum member involvement, other advantages).
- e. If further action is required, the committee should include this in their recommendations. Such things as expenses to be paid by the club treasury, other committees needed and their specific duties, dates, places and other actions might be included in this section of the report of recommendations.

6. As a conclusion to the committee report, the person making it will probably say, "I move that we adopt this report." The club can then act on it. If the committee has done a thorough job of studying the situation and preparing and presenting its report, all club members can vote intelligently.

As you can see, committee work is an important part of 4-H and your performance as a committee chairman or member means much to your 4-H group. If selected to serve on a committee, do so willingly; knowing that your fellow club members are counting on you and putting their faith in your committee to make the correct decision.

REMEMBER, yours is an important position—whether you serve your club as an officer, committee chairman or member, or an active member involved in the things that your 4-H Club is doing. Everyone on the team must share and assume his responsibilities willingly if the team is to operate smoothly.

You will find these publications helpful. You can get them from your county Extension agents:

MP-213 *ON BEING AN OFFICER*

MP-136 *SIMPLE PARLIAMENTARY PROCEDURE*

D-293 *TEXAS 4-H CLUB SECRETARY'S GUIDE*

Mimeograph — *4-H CLUB REPORTER*

Mimeograph — *WHEN YOU PRESIDE*

Mimeograph — *COUNTY 4-H COUNCILS*

Mimeograph — *4-H LEADS*



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Extension agents have information on a wide variety of subjects. For example, you can learn from them how to farm and ranch efficiently achieve more satisfying family living discover how much we *all* depend on agriculture.

This publication is one of many prepared by the Texas Agricultural Extension Service of Texas A&M University to present up-to-date, authoritative information, based on the results of research. Such publications are available from your local agents whose offices usually are in the county courthouse or agricultural building.

Give your agents a try. They welcome your visits, calls or letters.

